

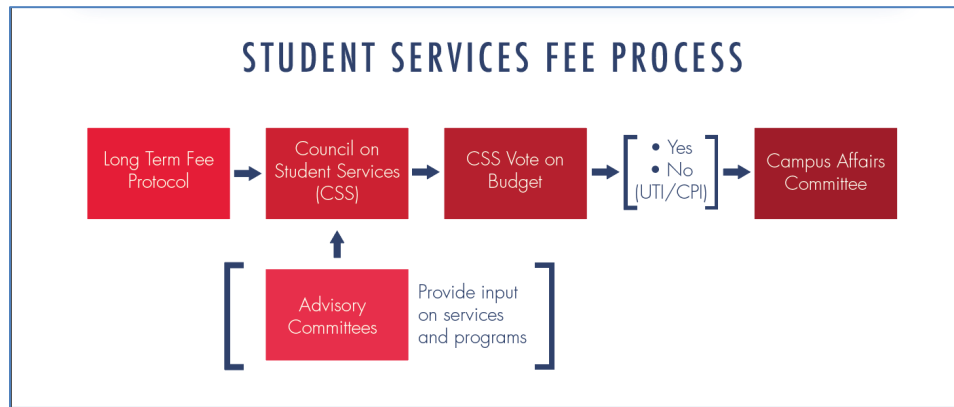
In this report I would like to highlight the work that is being done in preparation for the business that will be brought to this committee, the Campus Affairs Committee (CAC), on February 11th, 2021 for recommendation to Campus Council. The major item of business on February 11th from the Student Experience and Wellbeing portfolio will be the presentation of the essential fees. My remarks in this report are largely about the process with respect to the preparation of the budgets for student services.

BUDGET PROCESS

It is necessary to note that the framework which drives development of the budgets that are received at CAC through the sponsorship of the Dean of Student Experience and Wellbeing follows strict process expectations that flow from the University of Toronto Governing Council's *Policy on Ancillary Fees*, (April 17, 1995), and that are clearly defined in the Memorandum of Agreement (MOA) between the University, the Students' Administrative Council, the Graduate Students' Union, and the Association of Part-Time Undergraduate Students for a long term *Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (October 24, 1996). This agreement defines the Council on Student Services (CSS), and the means by which students would be involved in decisions to increase compulsory non-tuition fees (essential fees), or to introduce new ones.

The operating plans and the 2021-22 budgets are being prepared following the consultative process framework as defined in that agreement. All budgets adhered to the same process as defined in the protocol. The following information outlines in more detail the background and framework that guides this process for the budgets that are brought forward here.

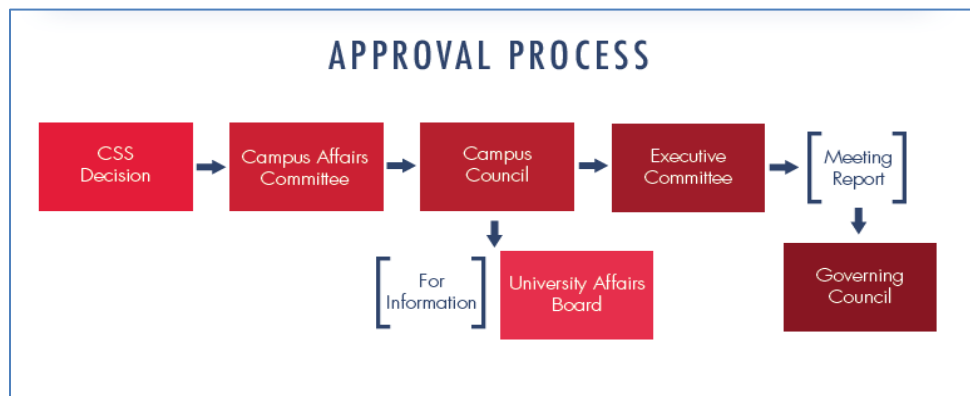
The process framework around the development and passage of these budgets follow the strict process expectations that flow from three University of Toronto policies: *The Policy on Ancillary Fees*, *the Policy for Compulsory Non-Academic Incidental Fees*, and the *Protocol on Non-Tuition Related Fees*. The Protocol is an MOA between the University and the student governments with institutional standing at the time, concerning the establishment of, and increases to, non-tuition related fees (excluding student society fees) which was finalized and approved by the student governments and the Governing Council in October, 1996.



STUDENT SERVICES FEE PROCESS: ESSENTIAL FEE BUDGETS

This agreement defines the institutional CSS, and makes provision for the creation of the UTSC CSS as the body through which students would be involved in decisions to increase compulsory non- tuition fees, or to introduce new ones.

From September until the consideration of the operating plans and fees, which this year is February 11th, there are regular meetings of CSS where each department presents its programs and services, achievements, and challenges. Members have an opportunity to ask questions, and voice opinions about proposed plans, the student experience, and the associated costs. The process is meant to be educational, and informative in a way that builds understanding prior to members having to make final decisions at the time of voting on the proposed budgets.



APPROVAL PROCESS

The operating plans, and the 2021-22 student services fee budget presented to CAC on February 11th is, as last year, and in previous years (when the plans were presented to the University Affairs Board), prepared following the consultative and advisory process as required in the Protocol and defined in the CSS Terms of Reference. Many student members of CSS also sit on advisory committees to each of the departments. These advisory bodies are another way for the student members of CSS to provide input on the services and programs offered as well as the budgets that support them.

While these advisory bodies are not required by the Protocol, they do act in the spirit of the agreement in that they provide an additional and in depth opportunity for most CSS student members to learn, understand, and contribute their advice to the services and budgets they are asked to support. The CSS and the advisory group process allow ample time, for the budgets to be closely examined, discussed, and reviewed. This review also includes oversight from the Finance Committee of CSS.

The Finance Committee is chaired by the Dean of Student Experience and Wellbeing and is comprised of presidents of the Scarborough Campus Students' Union, the Scarborough Campus Athletics Association, the Graduate Students' Association, and the Residence Life Council. All are voting members of CSS. It is an overarching group that is able to see and discuss with the Dean the overall impact of any proposed changes to student fees.

Prior to the final recommendation to CSS there is a final pre-budget meeting with CSS student representatives. It will be held on January 12th, 2021 to allow all student members (15) a final preview and discussion prior to the budgets being presented for a decision (vote) at the CSS table on January 21st, 2021.

It should also be noted that for a budget, and in particular a recommendation of a fee increase, to be passed by CSS, it requires a simple majority of student voting members present at the time of the vote. Should a budget vote fail, the requested increase cannot move forward as presented, and instead a formula provided for under the Protocol may be invoked. This formula provides for a calculation to be made using the Consumer Price Index (CPI) defined under the University's long-range budget guidelines, and a University of Toronto Index (UTI) defined in the Protocol, to arrive at an increase, which can then be brought forward through CAC for recommendation to Campus Council.

As required by the Protocol, the decisions of CSS, whether positive or negative, will be conveyed to the CAC when the operating plans and fees are presented to the Committee for consideration. At that point, the CSS decisions are considered advice to the Committee. The process of budget preparation is also very strongly supported by departmental business officers working in tandem with the campus financial services team. Regular budget reviews throughout the year for variance analysis also takes place so as to address any emerging challenges and to ensure overall financial accountability.

STUDENT SOCIETY FEES

Student society fees collected by the University on behalf of UTSC student societies will also be brought through CAC on February 11th. Student societies in the context used here, applies to all student organizations for which the University collects non-academic incidental fees.

Given the money collected to support student societies across the University, the University believes it has an obligation to the students who support the societies to ensure the funds are properly accounted for and that societies function in an orderly and democratic fashion (*Handbook for Student Societies*, Office of the Vice-Provost, Students 2018-2019). The collection and remittance of student society fees are subject to the terms and conditions outlined in the *Policy for Compulsory Non-Academic Incidental Fees*.

Pursuant to the *Policy*, student societies must have constitutions and/or by-laws. The constitutions and by-laws must include the following provisions: regular financial reports, annual audits, availability of records to any concerned member of their constituency, and appropriate accounting and financial procedures must be adhered to.

At present, given the role of student societies across the University, and their overall contribution to campus life and the student experience, the Office of Vice-Provost, Students continues its oversight role with respect to student societies as a whole, and this includes the process around the collection of fees, and the related accountabilities. Prior to being brought to CAC, student society fees and the process surrounding them will have been reviewed through the Office of the Vice-Provost, Students.

At UTSC, the Office of Student Experience and Wellbeing provides local liaison with student societies, and of course works with the Vice-Provost's Office on any issues related to the functioning of student societies here at UTSC. Provided that the societies have met the requirements of the *Policy* and the guidelines delineated in the *Handbook for Student Societies*, requests for fee increases will be brought forward to the Committee for consideration at the next meeting.

STUDENT HOUSING AND RESIDENCE LIFE

This is an ancillary operation, and must be financially self-sustaining. The fees charged to students are the major source of revenue that sustains the operation. A housing advisory committee provides advice to the Director, Housing & Residence Life on matters related to the service including fee increases. Once the financial and operating plans are developed and discussed as part of the UTSC ancillary operations process, they are then discussed as part of a central process; the Service Ancillaries Review Group (SARG). This budget then is part of the campus operating budget process around ancillaries. The UTSC Chief Administrative Officer's (CAO) portfolio is very involved in the process alongside the Student Experience and Wellbeing portfolio which holds accountability for housing and residence life. This budget is presented as part of the ancillary budget process through the CAO's portfolio.